

RE: CCA Tax Checklist - Vendors over \$100K

Subject: RE: CCA Tax Checklist - Vendors over \$100K
From: Suzanne Holley <sholley@downtownla.com>
Date: 10/02/2017 03:52 PM
To: "marcus.lieber@armaninollp.com" <marcus.lieber@armaninollp.com>
CC: Joan Noble <jnoble@downtownla.com>, Jessica Lall <jlall@ccala.org>, "blake.oliver@armaninollp.com" <blake.oliver@armaninollp.com>

Marcus,

Here are the vendors over \$100K.

Vendor	Amount	Address	Type of Service Provided
Downtown Center BID	\$ 286,878.87	626 Wilshire Blvd. Suite 200 Los Angeles, CA 90017	Certain personnel functions and office materials related to sharing of office space. Specific items include, but are not limited to, telecommunication services, storage fees, and other office and kitchen supplies and expenses.
J & M Entertainment	\$ 142,875.00	26027 Huntington Lane Unit E Valencia, CA 91355	Event Production
Simply Mumtaz Events Inc	\$ 155,954.96	2416 W. Victory Blvd. #571 Burbank, CA 91506	Events Management


Upon further reflection, I think we need to amend the schedule sent Friday to include me as I was a director and officer for a short period of time. A comment to that effect should be included in the notes.

Other than that, we are not working on the checklist and waiting to hear back from you on next steps.

Thanks.

Suzanne

Suzanne Holley
SVP & Chief Operating Officer

 <https://www.downton>

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017
Call: 213-416-7538 | Fax: 213-624-0858
Web: DowntownLA.com

From: Suzanne Holley
Sent: Friday, September 29, 2017 7:07 PM
To: 'Marcus Lieber'
Cc: Jessica Lall; blake.oliver@armaninollp.com
Subject: RE: CCA Tax Checklist

Marcus,



We went ahead and prepared the attached salary schedule. Note that included are a number of supporting schedules but the first sheet provides the entries you will need for the 990. I've also attached the W2s so you can cross check the amounts.

I know that you will need the totals for the top 5 Independent Contractors over \$100K. We will prepare this as well. Aside from that I'm not sure what you need from us. I've reached out to Blake and cc'd him here as well to see if he can help facilitate. Please let me know what else is needed or when we may set up a time to go over the checklist.

Thanks.

Suzanne

 cid:image00

Suzanne Holley
SVP & Chief Operating Officer
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017
office: (213) 416-7538 | fax: (213) 624-0858
SHolley@ccala.org
ccala.org
 

From: Suzanne Holley
Sent: Tuesday, September 26, 2017 4:20 PM
To: 'Marcus Lieber'
Cc: Jessica Lall

RE: CCA Tax Checklist - Vendors over \$100K

Subject: RE: CCA Tax Checklist

Marcus,

Joan has not completed one of these for CCA and there's a lot of non-financial information requested as well so it might make more sense for the 3 of us to meet to go over the schedules to determine exactly what you need. Unless you have a list of specifically what information is required, they please feel free to send that and we will work on that.

Thanks.

Suzanne

 cid:image00

Suzanne Holley

SVP & Chief Operating Officer

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

office: (213) 416-7538 | fax: (213) 624-0858

SHolley@ccala.org

ccala.org



From: Marcus Lieber [<mailto:Marcus.Lieber@armaninoLLP.com>]

Sent: Monday, September 25, 2017 6:37 PM

To: Suzanne Holley

Cc: Jessica Lall

Subject: FW: CCA Tax Checklist

Hi Suzanne,

Since we don't have access to CCA's old accounting system, would Joan be able to provide the requested tax information to Lizbeth?

Thank you,

Marcus Lieber

Supervising Senior

Business Management

Armanino^{LLP}

11766 Wilshire Blvd., Ninth Floor | Los Angeles, CA 90025

(310) 478-4148 x5794 main | (310) 703-1227 fax

From: Lizbeth G. Nevarez [<mailto:inevarez@greenhassonjanks.com>]

Sent: Wednesday, September 13, 2017 1:48 PM

To: sholley@ccala.org; Marcus Lieber <Marcus.Lieber@armaninoLLP.com>

Cc: Alex Kiel <akiel@greenhassonjanks.com>; Narat Chanvirojn <nchanvirojn@greenhassonjanks.com>

Subject: CCA Tax Checklist

Hi Marcus,

I hope all is well. Attached is the tax checklist for CCA. Please note that we have pro forma prior year information red. Please review and update where applicable. I believe that the financials are still in draft form and have not been finalized. We can still get started on the return using the draft numbers.

Please feel free to contact me with any questions.

Thank you,

Lizbeth G. Nevarez, CPA

Senior Tax Manager

Non-profit Services

Green Hasson Janks

10990 Wilshire Boulevard, 16th Floor

Los Angeles, CA 90024

www.greenhassonjanks.com

310.873.6679 T

310.873.6661 F

inevarez@greenhassonjanks.com

An Independent Member of HLB International

CONFIDENTIALITY NOTICE:

This communication, including attachments, is for the exclusive use of the person or entity to which it is addressed and may contain confidential, proprietary and/or privileged information. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this by mistake, please contact the sender immediately.

—image004.png—



—image005.jpg—



—image006.jpg—



—image007.jpg—



—image008.png—



—image009.png—



—image010.png—



—Attachments:—

2016 List of Top Independent Contractors.xlsx	10.6 KB
image004.png	5.8 KB
image005.jpg	518 bytes
image006.jpg	517 bytes
image007.jpg	524 bytes
image008.png	15.4 KB
image009.png	1.0 KB
image010.png	951 bytes